

Port Library Board of Trustees  
Regular Meeting  
September 4, 2012

Present for the meeting were Rick Larson, Verlin Kolman, Sally Williams, Craig Cousland, and Connie Kopsa. Also present was Rachel Malay, library director. Jeri Bates and Kitty Wagner were absent.

President Verlin opened the meeting at 5:30 p.m. Minutes of the Aug. 6 meeting were reviewed. Craig moved to approve the minutes, Connie seconded and the motion carried. The financial report was discussed with no major issues. Rick moved to approve the financial report and pay the bills, Craig seconded, and the motion carried. Rachel mentioned that with some expenses being larger than expected our budget for next year will be need to be increased.

Rachel presented her monthly director's report. Was a very busy month with the open house, several meetings in the Schafer Room and various meeting for the staff. 430 attended the open house; we have an average of 97 people thru the doors each day; 43 wireless internet users for the month; and, 14,425 minutes on the public computers by 186 users.

Old Business: health insurance options were discussed as we need to get this finished. Options discussed were a cafeteria plan, tax sheltered annuities, and a percentage of salary designated for a flex spending plan. The item was tabled for more thought and we will try to make a decision at the next meeting. Policy changes discussed last month were reviewed as was the policy about food and drink in the library. The food/drink policy will wait for a decision till next month. Pages 1,2,3,4, and 6 changes were approved on a motion by Rick with a second by Sally.

New Business: a discussion about a one-time "THANK YOU" bonus for the staff members for all their work to move the collection to our new building was discussed. They all went above and beyond their normal duties to insure a smooth move. Rick moved to approve the bonus payments at: \$600 for the director, \$400 for the administrative assistant and youth director, and \$200 for the circulation assistants. Sally seconded & the motion carried. The Board expressed their appreciation to everyone who helped make the very smooth move to our new building a success.

The meeting adjourned at 6:45 p.m.